

~~CONFIDENTIAL~~~~SECRET~~Mr. Saunders
File

Chief, Technical Accounting Staff

8 January 1958

Assistant Comptroller

Internal Procedures for Handling Advances and Reimbursements
from other Government Agencies

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1. Agency [] sets forth the general procedure to be followed in handling reimbursements from other agencies, and your office has drafted another Agency Regulation (which I understand is presently in process of coordination) pertaining to the handling of advances received from other government or private organizations or entities. Until fairly recently the reimbursements and advances from other government agencies were few in number and have been handled on an individual basis. There are indications that reimbursements and advances to this Agency are increasing in number and complexity, and it is believed that comprehensive internal procedures should be devised on this subject. It is, therefore, requested that your office prepare a Comptroller Instruction or other suitable release on this subject. The instruction should cover:

- a. The inclusion and scheduling within the Agency budget of reimbursements expected from other government agencies in accordance with requests from or agreements with such agencies.
- b. Proposed format(s) of basic agreements with other government agencies covering the furnishing of supplies or services on a reimbursable basis. The points in the Agency which should coordinate such agreements, and the points within the Agency to which such documents should be distributed.
- c. Procedure to be followed in issuing allotments to agency components performing services for others on an advance or reimbursable basis.
- d. Procedure for the maintenance of accounts receivable on reimbursable services furnished others.
- e. Procedures for cost determinations for services rendered, and the form and flow of documentation required for billing purposes.
- f. Reports required, and the format, frequency, and distribution thereof.

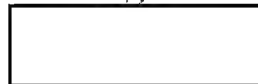
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**SUBJECT: Internal Procedures for Handling Advances and Reimbursements
from other Government Agencies**

2. Attached as TAB-A is a paper prepared by the Fiscal Division on this subject. Attached as TAB-B is a list showing the types of advances and reimbursements received from other government agencies.



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Attachments

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